

WSDOT Design-Build Project Delivery Guidance Statement

Title – Publication of a Draft RFP Prior to
Advertisement.

Version – 4
Date – October 11, 2006
Format – Final
Relevant Section of WSDOT DB Guidebook – 4.5 Publish and
Review Documents

Contents

Contents	2
Introduction.....	3
Guidance Statement	3
Direction	3
Benefits	3
What to Publish and When	3
How to Publish a Draft RFP	3
What are the Benefits?	4
Concurrence	4
Was the WSDOT DB Guidebook Updated with this information?	4

Introduction

The purpose of this guidance statement is to give direction and communicate the logic and benefits of publishing of a Draft RFP prior to advertisement.

Guidance Statement

Direction

Design-Build project teams will publish a draft RFP prior to advertisement through the WSDOT Contract Ad and Award section.

Benefits

The publication of a draft RFP prior to advertisement is a benefit to WSDOT and industry. The benefit for WSDOT is having the ability to communicate project goals and values to industry in advance. The result of early communication is likely to gain feedback from industry that can be used to produce a high quality RFP. In addition, the amount of addenda used on the RFP may be reduced.

Potential proposers will have the ability to start some of the preliminary stages of work on their proposal. With some of the preliminary work on the proposal out of the way, more time working directly on the proposal can be spent after the final RFP is released. Staffing requirements and logistics can also be planned using the draft RFP. The advanced knowledge consultants or other potential partners will gain through the draft will result in faster start up times.

What to Publish and When

Ideally, a draft copy of the RFP would be released at the same time as the RFQ. However, that should not be done for the sake of meeting the timeline of the RFQ. A project's complexity, level of RFP development, and the value of early publication needs to be reviewed prior to making the decision to publish a draft RFP. If a project's RFP has been developed to a point that the information in it can convey a project's scope, deliverables, goals, and values a draft RFP can be published at the RFQ stage. Depending on a project's complexity the publication of a draft RFP at the RFQ stage may not be feasible. The general rule of thumb for publishing a draft RFP is four to six weeks prior to advertisement.

How to Publish a Draft RFP

A draft copy of the RFP can be published through WSDOT's Contract Ad and Award section. Electronic copies of the draft must be in PDF format with each page clearly marked as "DRAFT." Draft RFPs will be published on WSDOT's Contract Ad and Award website at: <http://www.wsdot.wa.gov/biz/contaa/>. If a draft RFP is submitted more than four weeks prior to advertisement, hard copies can be published by the Ad and Award section upon request. For more information on publishing a draft RFP contact WSDOT Contract Ad and Award.

What are the Benefits?

Gives guidance of when and how to publish along with the benefits for WSDOT and industry.

Concurrence

12/2/06

Was the WSDOT DB Guidebook Updated with this information?

No